

**Proposed Process for Selection of Location for  
Conservancy's Headquarters Office  
As Approved by the Board, December 2, 2005**

Public Resources Code 33327 requires that the Conservancy establish a headquarters in the region. In order to effectively carry out its mission and in order to proceed with the hiring of permanent staff, it is important that the Conservancy initiate a process that will result in the selection of a headquarters as soon as practicable. The process must allow communities with an interest in becoming home to the Conservancy an opportunity to provide information as to the benefits of locating the headquarters in their community.

Following Board approval of the proposed process, the Department of General Services (DGS) will release an advertisement for office space to accommodate the Conservancy's needs, consistent with the minimum requirements described below and other state requirements. The advertisement will be distributed to all local government entities, media outlets and other interested parties within the proposed target area. Information on the process will also be made available on the SNC website. Based on the communities expressing interest in being home to the Conservancy, communities will be evaluated and ranked by the Conservancy, in coordination with DGS, based on the criteria below.

**Office Location Criteria**

**Minimum Requirements**

- Located within one of the following counties: Amador, Butte, Calaveras, El Dorado, Mariposa, Nevada, Placer, Plumas, Sierra, Tehama, Tuolumne and Yuba.
- No more than 2 hours travel time to Sacramento.
- Year round access to office.

**Preferences**

- Availability of interim and/or permanent office space (including the option of a "build to suit" building).
- Access to major north-south and east-west transportation corridors (I-5, Hwy 99, Hwy 395, I-80, Hwy 99 and Hwy 49).
- Access to high speed internet.
- Access to meeting facilities for Board meetings and other conservancy meetings.
- Convenient access for employees to schools, affordable housing, alternative transportation and other services.
- Opportunity for Conservancy to contribute to the economic well-being of the community.

### Timeline

- December 9, 2005      DGS releases advertisement for office space
- January 9, 2005      Deadline for submitting property proposals
- January 12 –      Site visits and evaluation of proposals occur  
February 1
  
- February 23, 2005      Conservancy Board selects office location at  
Board meeting

Additional information can be obtained by visiting:

[http://www.sierranevada.ca.gov/DGS\\_site\\_process.html](http://www.sierranevada.ca.gov/DGS_site_process.html).